

Adjutant General's Department

2/22/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Salina	1,2,3	Unclassified Full-time	NEW Supply Specialist – Document Clerk https://www.da.ks.gov/ps/pub/reginfo.asp?id=170930	RSMS Salina	March 4, 2012
Topeka	1,2,3	Unclassified Full-time	Northeast Kansas Emergency Management Regional Coordinator https://www.da.ks.gov/ps/pub/reginfo.asp?id=170813	KDEM	Feb 26, 2012
Wichita	1,2,3	Unclassified Full-time	Accountant II https://www.da.ks.gov/ps/pub/reginfo.asp?id=170809	184 th CE, Wichita	Feb 26, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Supply Specialist - Document Clerk **Readiness Sustainment Maintenance Site – Salina, KS**

Requisition #170930 – Closes March 4, 2012 - Full time, unclassified temporary with benefits, state position, \$12.98 per hour in Salina, Kansas. All application must be received by the closing date of 3/04/2012.

Job Description: Utilizes the RS Maintenance Site Property Records & Asset Visibility Reports to be responsible for and control all equipment received by the RS Maintenance Site. Assists the Chief Document Clerk in the accountability of all tools, equipment, and property belonging to the KS-RSMS. Maintains accountability of all Property Book items as directed by the Chief Document Clerk. Conducts periodic inventories of RSMS Property. Maintains database records to track all incoming RS Maintenance Program repair vehicles. Establishes packets for each vehicle received. Verifies the Core Vehicle Information Sheets are correct and match the receiving GBL/CBL. Must access LOGSA website to process vehicles received and being shipped in order to accurately establish ownership. Enters information into the RSMS Database, maintains information and completed DA Form 4949 as required. View only, the RS TOPS website to assure the equipment on the database has been entered into RS-TOPS program. Performs reconciliation of property and monthly inventories as directed. Maintains the Document Register to provide an audit trail for all purchases. Assist Supply personnel with Shop Stock & Bench Stock if required. Assists with completion of Local Purchase requests and tracking of those requests.

Minimum and Preferred Qualifications: Requires one year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods and maintaining inventory records. Prefer experience &/or training in operating forklifts, hand dollies & trucks. Prefer experience &/or training in using computers, databases and spreadsheets and standard office equipment. Must be able to safely lift, lower and move objects of various shapes and sizes weighing up to 40 pounds. Must be able to work on hard surfaces and in work areas that requires standing, stooping, bending and working in tiring and uncomfortable positions for extended periods of time.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant General's Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant General's Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #170930. The Adjutant General's Department is an Equal Opportunity Employer.

Emergency Management Regional Coordinator Northeast Kansas Region, Topeka, KS Kansas Division of Emergency Management

This is a reposting of this position opening. Previous applicants for job posting #170107 do not need to reapply; your applications will be transferred to the new application file.

Requisition # 170813 – Closes – February 26, 2012 – Full time, unclassified temporary with benefits, state position, \$22.16 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. This position may be required to work outside of the normal work schedule in order to respond to incidents/disasters or to attend meetings. All application must be received by the closing date of 2/26/2012.

Job Description: This position functions as the State's Regional Emergency Management Coordinator for counties in the NE region of Kansas. This includes the counties of: Anderson, Atchison, Brown, Chase, Coffey, Doniphan, Douglas, Franklin, Geary, Jackson, Jefferson, Linn, Lyon, Marshall, Miami, Morris, Nemaha, Osage, Pottawatomie, Riley, Shawnee, Wabaunsee and Washington. Regional Coordinators are required to establish and maintain residency within their respective regions, within a 50 mile radius from their work domicile. The work domicile for this position is in Topeka, KS.

Preparedness/Liaison: Participates in ongoing assessment of local and regional areas with respect to general preparedness, training and strategic planning for continuous improvement and makes recommendations. Coordinates state level emergency support in the region and provides technical assistance on exercises and training activities. Incumbent utilizes the threat and performance based exercise process to conduct assessments, planning and coordination of regionally based intergovernmental multidiscipline exercises. Represents the KS Division of Emergency Management (KDEM) on committees, working groups and boards. Establishes and maintains working partnerships with local government and state partners that focus on preparedness and disaster response and recovery. Meets with county commissioners and emergency managers, state and federal agencies and other local authorities/agencies. Coordinates with regionally based systems and associations (i.e. hospitals and public health regions, troop commands, districts, chapters, etc) to ensure solid communication linkages and partnerships with in and across regions. As necessary, supports regional councils and Regional Local Emergency Response Committees through leadership, technical assistance and/or attending meetings. Promotes awareness of emergency management programs and changes in federal laws, rules, regulations, policies and directives. Develops and delivers training and presentations.

Response & Recovery: Supports local communities with a rapid needs assessment and establishes communications with the State Emergency Operations Center. Conducts ongoing disaster and needs assessment and provides information regarding mutual aid equipment resources and personnel. Assists local jurisdictions with prioritizing response activities and allocation resources. Monitors public information messages. Participate in briefings and planning meetings. Assists with demobilization plans.

Deployable Resource Coordination: Represents KDEM at meetings, conferences and working groups, i.e., Incident Management Team, state Urban Search and Rescue, Water Rescue, Identification and Credentialing, Resource Typing and deployment resources.

Minimum and Preferred Qualifications: Requires a minimum of three years of professional experience and/or education in emergency management, education, health sciences, public/business administration, social science or a related discipline; excellent writing & interpersonal communications skills; strong organizational & computer skills (prefer MS Office Suite); ability to manage multiple priority projects and meet deadlines. Prefer degree in fields listed above; experience in incident response and coordinating multi-faceted programs; knowledge of theory and practice of adult education and public relations and knowledge of the National Incident Management System (NIMS).

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

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Accountant II McConnell Air National Guard Base, Wichita, KS

Requisition # 170809 – Closes – February 26, 2012 – Full time, unclassified with benefits, state position, \$21.65 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/26/2012

Job Description: This position provides resource management duties for Cooperative Funding Agreements at McConnell Air National Guard (ANG) Base in Wichita. This position provides fiscal coordination between program managers, ANG Finance Office and the State Comptroller's Office. Incumbent must maintain the account/record keeping ledger by entering all purchase orders and Operations and Maintenance expenditures into the required accounting database. Reconcile accounts monthly and verify expenditures balance with state and federal comptrollers. Develop, implement and maintain database, spreadsheets, reports and graphs that portray an annual and historical expenditure and consumption pattern for use in resource analysis and partner with Unit Resource Advisor to submit budget proposals for annual budget and financial plan. Assist the Base Civil Engineer in preparing the monthly Real Property/MILCON report for the National Guard Bureau IMPAC statement and other special funding reports as required.

Minimum and Preferred Qualifications: Minimum of two years experience and/or education in accounting/auditing or business. Prefer four years of experience and/or educational education in professional accounting/auditing work. Experience in government and grant accounting a plus. Must have excellent organization skills and prefer experience with MS Office software.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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